



CITY OF BRAZIL

Office of Planning and Zoning/Code Enforcement

Brandy Means, Administrator
Ron Keen, Building Inspector
Thomas Arthur, Mayor

203 East National Avenue
Brazil, Indiana 47834
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To insure a safe and complete project the following guidelines must be recognized during new construction, home additions and placement of outdoor structures.

Note: A 24 hour advance notice is required for all building inspections.

- When requesting a building permit for new construction, home additions and outdoor structures you must have a plan on paper that expresses the size and location of the structure. You should be as specific as possible when referring to the structure placement on the property.
- All dimensions of land and structure need to be as accurate as possible and must be noted on drawing.
- A summary of inspection dates should be attached. Inspections include but are not limited to: footer, foundation, rough framing, plumbing and wiring.
- Be sure to call 24 hours in advance to schedule an inspection. **Remember-** you can not move forward in your project until you have the required inspection.
- To allow time for review of your project, bring all documents to the Planning Office before you would like to begin your project. A thorough review of the project must be completed.



CITY OF BRAZIL

Thomas Arthur, Mayor
Tracy Webster, Clerk-Treasurer
Brandy Means, Planning Administrator

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Improvement Permit Application

Permit #:	Date Received:	B.P.
		Inspect:
		TOTAL

1. Owner/Location	2. Contractor Information
Owner:	Contractor:
Address:	Phone:
Phone:	

3. Location Information

•Project Value: \$	•Square Footage:	•Structure Height:
State Release:	Flood Plain:	

4. Construction Activity

Type(s) of Construction to be Completed:
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5. Required Inspections

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6. Requested Permit

- | | |
|--|--|
| 1. <input type="checkbox"/> One-Family Residential | 8. <input type="checkbox"/> Siding |
| 2. <input type="checkbox"/> Two-Family Residential | 9. <input type="checkbox"/> Windows |
| 3. <input type="checkbox"/> Multi-Family → No. of Units: | 10. <input type="checkbox"/> Remodel |
| 4. <input type="checkbox"/> Commercial | 11. <input type="checkbox"/> Addition |
| 5. <input type="checkbox"/> Mobile Home | 12. <input type="checkbox"/> Electric |
| 6. <input type="checkbox"/> Modular | 13. <input type="checkbox"/> Accessory Structure |
| 7. <input type="checkbox"/> Rezoning Request | 14. <input type="checkbox"/> Other: |

I hereby certify that the information contained on this form is complete and accurate and the required supplemental information listed above has been provided.

Applicant Signature:	Date:
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Planning Administrator Signature:

STRUCTURAL DETAILS

(This section contains information for commercial AND residential permits. Complete all that apply)

A. Structure Size

1. Length in feet _____ X Width in feet _____
2. Number of stories above street level _____
3. Basement: ☐ yes ☐ no
4. Crawlspace: ☐ yes ☐ no
5. Slab: ☐ yes ☐ no
6. Total floor area _____
7. Structure height _____
8. Number of bedrooms _____
9. Number of bathrooms _____
10. Attached Garage ☐ yes ☐ no

B. Principal Frame Type

1. ☐ Masonry
2. ☐ Wood frame
3. ☐ Structural steel
4. ☐ Reinforced concrete
5. ☐ Other (specify) _____

C. Utilities

1. City water: ☐ yes ☐ no
2. City Sewer: ☐ yes ☐ no

D. Electric

1. Service amps _____

E. HVAC

Heating

1. ☐ Gas
2. ☐ Oil
3. ☐ Electric
4. ☐ Other (specify) _____

A/C

1. ☐ Central A/C
2. ☐ Individual room A/C

F. Flood Zone

1. ☐ yes (area) _____ ☐ no

G. Fire Suppression

1. ☐ Sprinkler ☐ None
- ☐ Other (specify) _____

H. Requested Permit

1. ☐ One-family residential
2. ☐ Two-family residential
3. ☐ Multi-family residential (# of units: _____)
4. ☐ Accessory structure (Garage, mini-barn, etc.)
5. ☐ Remodel
6. ☐ Additions
7. ☐ Windows
8. ☐ Siding
9. ☐ Electric
10. ☐ Mobile Home
11. ☐ Zoning only
12. ☐ Commercial

FEE CALCULATIONS

A. Project Costs

1. For each application for an improvement location permit – a fee of \$10 plus –
2. For each application for a certificate of occupancy – a fee of \$5 plus –
3. For each application for building permit for all residences, garages and other buildings, structures, and room additions:

<u>COSTS</u>	
\$500	to \$5000
5,001	to 10,000
10,001	to 15,000
15,001	to 20,000
20,001	to 25,000
25,001	to 30,000
30,001	to 35,000
35,001	to 40,000
40,001	to 45,000
over 50,000	

<u>FEES</u>
\$15
20
25
30
36
42
50
60
75
\$1.50 per \$1,000 of cost

4. Mobile home application – a fee of \$75